

# LAKE COUNTY COUNCIL OF MAYORS

## Minutes of February 8<sup>th</sup>, 2018 Lake County Council of Mayors Meeting at the Lake County Division of Transportation

### Attendance

<u>Name</u>	<u>Position</u>	<u>Representing</u>
Leon Rockingham	Mayor	North Chicago
Glenn Ryback	Mayor	Wadsworth
Donny Schmidt	Mayor	Fox Lake
Shane Schneider	County Engineer	Lake County
Jon Kindseth	Village Administrator	Beach Park
Kerry Martin	Village Trustee	Bannockburn
Rita O'Connor	Village Trustee	Long Grove
Thomas Mallard	Office of the Mayor	Waukegan
Anne Marrin	Village Administrator	Fox Lake
Kealan Noonan	Director of Public Works	Fox Lake
Barbara Little	Director of Public Works/Engineering	Deerfield
Bob Phillips	Dep. Dir. of Public Works/Engineering	Deerfield
Erika Frable	Director of Public Works/ Village Engineer	Hawthorn Woods
Bill Heinz	Director of Public Works/ Village Engineer	Grayslake
Darren Monico	Village Engineer	Buffalo Grove
Ramesh Kanapareddy	Director of Public Works	Highland Park
Scott Hilts	Director of Public Works	Round Lake Beach
Robert Ells	Superintendent of Engineering	Lake Forest
Marty Neal	Township Highway Commissioner	Libertyville Township
Linda Soto	Pace Board Member	Pace Bus - Lake County
Tim Dilsaver	Community Relations Representative	Pace Bus
Rick Mack	Community Relations Representative	Metra
Katie Renteria	Community Relations Representative	Metra
Kevin Carrier	Dir. Of Planning and Programming	LCDOT
Kama Dobbs	Principal	CMAP
Emily Karry	Council Liaison	Lake Council
Mike Klemens	Council Liaison	Lake Council
Ashley Lucas	Principal Planner	LCDOT
Jon Vana		Consultant
Dan Brinkman		Consultant
Lee Fell		Consultant
John Heinz		Consultant



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## **1.& 2. Call to Order**

Mayor Rockingham called the meeting to order at 9:04am.

Those in attendance gave self-introductions

## **Approval of the Minutes**

With a First from Mayor Ryback and a second from Mrs. Little, on a voice vote the minutes of the March 30th, 2017 and August 24<sup>th</sup>, 2017 meeting were approved unanimously.

## **3. Transportation Committee Reports**

Mrs. Little informed the Council members that the Transportation Committee met on January 18<sup>th</sup> and had a lengthy meeting covering many topics, the bulk of which was spent on introducing the new STP rules. The meeting was well attended with 22 different Lake County Communities in attendance.

The committee heard reports from the regional transportation agencies. The committee heard from IDOT Local Roads, the Illinois Tollway, Metra, Pace, CMAP and the RTA. The written handouts provided at the transportation committee meeting were included in the full packet for the Councils meeting.

The committee heard from Jon Nelson the Engineer of Traffic from LCDOT who offered to put together a joint bid amongst municipalities for the conversion of traffic signals to LED signal heads. If there is interest from Lake County municipalities Mr. Nelson has offered to assist in a joint procurement bid to bring costs down.

The Transportation Committee also received two requests for functional classification changes. The first from the Village of Highwood for the reclassification of Bank Lane from a local road to a minor collector. The second request was from Libertyville Township for Casey Road, for the reclassification from a minor arterial to a major collector. The Transportation Committee recommended both requests be approved and has sent them to the Full Council today for approval. They are later on the agenda for today's Council meeting.

The committee then had a lengthy discussion on the STP program. Council staff provided the background to the changes that have taken place since the Council last met in August. Staff also gave an update on the Council's current STP projects.

The bulk of the Transportation Meeting was spent walking through the draft STP guidebook that the Council staff had put together. The committee was given an opportunity to hear the background on what needs to be decided on by the Council over the coming year. Staff also walked through the draft methodology and the metrics included in it to begin the discussion that will take place over the coming year as the council adopts new rules. The January meeting was used to walk communities through the draft document and discuss the items that need to be considered. The committee will begin diving into the details of the draft document and making revisions starting with the upcoming April meeting and continuing throughout most of the year.

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## **4. Pace Budget Presentation**

Director Soto gave the Council the presentation regarding the Pace Budget for the year. Pace presents a balanced budget without the need for service reductions however a \$.25 increase for single ride value and ADA transit fares. These fare increases do not apply for passes and for Dial a Ride. This is the first cost increase since 2009 and is the result of many factors including the newly passed state budget and decreasing sales tax revenues. Pace has implemented a hiring freeze and has implemented a 6% increase in the employee share in healthcare costs. The budget calls for implementing the Pulse Milwaukee Line, the first arterial bus rapid transit program for Pace as well as deploying new real time tracker signs. Pace is completing construction of two new park and rides on the I-90 corridor. Pace is partnering with employers in the region and will expand the bus on shoulder program for the Edens Expressway which should start in April. Customers in the paratransit program will receive a refund for their fares when pickup occurs 80 minutes after the scheduled pickup time. Lake County ridership has seen a 1.5% increase in daily ridership this year from last year.

## **5. Qualification Based Selection**

Emily Karry gave the committee a reminder that IDOT has updated the QBS selection process as of the end of November 2017. Communities are now required to have their own QBS process in order to use federal funding. Ms. Karry informed the committee that in BLRS Chapter 5 section 5-5.07 IDOT has an example that communities can use for developing their own QBS selection process, which is now a requirement. Mr. Klemens informed the committee that municipalities are allowed to select a consultant for multiple phases as long as their selection meets the QBS requirements and that the advertisement spells out that it is a selection for each phase. The point in the project process when a community decides to do the QBS process is up to each community, so long as the requirements of Chapter 5 of the BLRS Manual are met. Mr. Klemens also confirmed that local preference is no longer allowed to be criteria in selecting a firm, but communities can use up to 10% of the selection on non-qualifications-based items and local presence could be used.

## **6. Functional Classification Change Requests**

a. City of Highwood- Bank Lane, this request was attachment number 3 in the meeting packet, the City has requested to reclassify Bank Lane from Sheridan Road to Washington Avenue from a local road to a minor collector. With a first from Mrs. Little and a second from Mr. Ells, on a voice vote the Council unanimously approved the resolution and will send the request to IDOT for approval.

b. Libertyville Township-Casey Road, this request was attachment 4 in the meeting packet, the township has requested changing Casey Road between US 45 and IL Route 21 to change the classification from a Minor Arterial to a Major Collector to better reflect the land uses along the route. With a first from Mr. Ryback and a second from Mrs. Little, on a voice vote the Council unanimously approved the resolution and will send the request to IDOT for approval.

## **7. New STP memorandum of Agreement**

Ms. Karry informed the committee that since the last meeting the STP Agreement has been approved and included a copy in the meeting packet so that members of the committee understand where the changes to the local STP program are coming from.

## **8. Lake Council STP Program**

Mr. Klemens discussed the current status of the Council's program and thanked communities for getting in status update sheets back to him to help keep the council program up to date. He informed the committee that those status update sheets are important for staff to keep IDOT and CMAP up to date, especially while the region is using a single pot of regional STP funds. Having current schedule information allows council staff to make sure the TIP and IDOT

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stay up to date and that funding will be available when projects are ready. Mr. Klemens also reminded the committee that the amount of federal funding in the current program is serving as a Not to Exceed amount because during this transition period the local council does not have the ability to grant cost increases. A question was asked about what the process would be to request a cost increase through the Council of Mayors Executive committee at CMAP. Ms. Karry informed the committee that the request would need to be sent to Council staff and placed on a Lake County Council of Mayors agenda and then it would be forwarded on to CMAP for the Council of Mayors Executive Committee.

## **9. STP Project Selection Committee Update**

Mr. Klemens informed the committee that in addition to the council developing new rules for selecting projects, there is a committee that was formed at CMAP as a part of the new STP Memorandum of Agreement. The committee is called the STP Project Selection Committee and it will be working at the same time as our council to develop rules for active program management and the new STP shared fund. Mayor Rockingham is one of the 3 suburban mayors on the STP committee and the plan is to use this agenda item to discuss the work of the committee and to provide the Mayor feedback that he can use when the STP committee meets. Mr. Klemens mentioned that the most recent presentation that the project selection committee was given were included in the packet and they include the first discussions of what Active Program Management rules may be, and that a draft proposal will be put out at the March STP PSC meeting. The Lake County Council will have many opportunities to review the proposals at the scheduled meetings. Mayor Rockingham informed the Council that he would be looking for feedback from the Council throughout the process.

## **10. Lake Council of Mayors Draft STP Guidebook**

Mr. Klemens summarized the discussion that was held at the Transportation Committee meeting that walked the committee through the draft of the STP guidebook that was included in the meeting packet. Mr. Klemens informed the Council that the draft was simply that, a draft, and not intended to be a final document; the plan is to spend most of 2018 going through the process of revising the draft until there is a system and set of rules in place that works for all members of the council. The goal at the end of process is to be able to rank each project that applies for funding with a score. The list of projects with their scores would be presented to the council showing how each project scored and how many projects there would be funding for. Mr. Klemens informed the committee that the plan is break up the sections of the draft guidebook to discuss in detail at future meetings and the committee will begin the process of revising the draft at the April committee meeting. Mayor Rockingham encouraged all members to review the document and send concerns and questions to Council Liaison staff, so they can be addressed because the draft is not set in stone it will be revised as needed. Ms. Karry also mentioned that CMAP's Active Program Management Rules will need to be included in the methodology information.

## **11. Council Communications**

Mr. Klemens informed the committee that beginning in September of 2017 staff began using GovDelivery to send out council email and asked for committee members to share any feedback they had on those emails. A council website is also being developed along with a logo and those will be shared with the Council as they are developed. Mr. Klemens informed the Council that there is now a LCCOM webpage on the Lake County Division of Transportation webpage that includes many resources for the Council members. Future meeting materials will be included on the website.

## **12. Other Business**

Mr. Klemens informed the Council that IDOT issued a circular letting that there is a call for projects for HSIP funding and applications are due March 30<sup>th</sup>. CMAP is going to be hiring a consultant for pavement management testing for all federal eligible routes in the region and will be looking to add some communities to the program, information can

The logo for the Lake County Council of Mayors features a repeating pattern of overlapping circles in a light blue color. Centered over this pattern is the text "LAKE COUNTY COUNCIL OF MAYORS" in a larger, bold, blue sans-serif font.

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be found on CMAP's website. Mr. Klemens informed the Council that CMAP is anticipating a call for CMAQ/TAP projects in January 2019. In order to be eligible to apply for CMAQ/TAP funding, Phase I for the project needs to be substantially complete by June of 2019. Ms. Karry informed the Council that IDOT is conducting a survey on the use of its website.

### **13. Next Meeting**

The next meeting of the Transportation Committee is scheduled for April 26<sup>th</sup>, 2018 at 9am.

### **13. Adjournment**

A motion to adjourn was made by Mr. Monico and seconded by Mr. Schneider, the meeting adjourned at 9:46am.